

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on November 09, 2016 at the District office.

ATTENDEES:

Directors: Bob Keenan, Tom Cahill and Gene Helberg
District Employees: Julie Spencer and Vickie Hemphill
Engineering: Jeff Cicon and C.R. Leisinger from Morrison Maierle
Other Attendees: Robert Millsbaugh from Flathead Lake Brewery
Miles Passmore, District Farming Contractor from Missing Horn Ranch
Jon Mahrt, Auditor from Denning & Downey

READ AND APPROVE MINUTES:

President Keenan opened the meeting at 7:00 p.m. The minutes of the October Board Meeting were reviewed for approval. Keenan called for discussion. Hearing none, a vote was called. Helberg made a motion to approve, Cahill seconded and it was unanimously

RESOLVED, That the minutes for the October 2016 Board Meeting be approved as submitted.

AGENDA - ADDITIONS OR CHANGES

Keenan requested both the Farm Land report and the Audit Exit Conference be moved to earlier in the meeting; just after the Consent Agenda.

CONSENT AGENDA

President Keenan called for discussion or questions about the consent agenda. Hearing none, he called for a motion to approve. Helberg moved, Cahill seconded and it was unanimously

RESOLVED, That all items on the Consent Agenda for the November 2016 meeting be approved.

Farmland (committee report) *Cahill, Helberg & Loudermilk*

Miles Passmore brought two bids for a Reinke brand center pivot irrigation system. One bidder was from Ronan and one from Bigfork. Originally, Broston (the previous farmer) had agreed to purchase the above-ground equipment if the District would pay for the underground portion. Passmore stated that he was not willing to offer any monetary contribution, but he offered to assist with excavation of water lines which are in the bids at \$8500, and/or to assist with building the pump house, in the bids at \$5,000. There was discussion and comparison of the two bids. The Bigfork rep bid a 7 tower system, the Ronan bidder quoted an 8 tower system. The pump pricing was not included in the bid packs. He estimated the price for both pumps would be between \$25,000 - \$30,000. An electrical panel will be needed as well. It was noted that the land dimensions were obtained from Google Earth and could change when the site is measured. The committee wanted to study the bids before taking any action and asked Passmore to check pump prices and return to the December meeting.

Helberg reported that he had gotten pricing for an additional granary. The total for the building and the fan is \$19,404. Helberg requested the new granary be approved so it could be installed as soon as possible. Cahill made a motion to approve purchase, Helberg seconded it and it was unanimously

RESOLVED, That a new granary and fan be purchased for the farm.

The farming contract renewal date was switched to mid-September at the October meeting.

Audit Exit Conference

Jon Mahrt from Denning and Downey addressed the Board regarding the Fiscal Year 2016 Audit. The audit was completed earlier than last year's because there was not a federal audit on top of the state audit. The 2016 audit opinion was unmodified, the best rating available. The Cash Receipting module added to the billing program last year eliminated the difficulties with segregation of duties, a persistent audit finding with only two employees in the office. One change he implemented this year was separation of the assessments into their own funds within the same bank account. Consolidation of several bank accounts should simplify bank reconciliations and future audits. All funds have been moved to Rocky Mountain Bank as of November 1, 2016. A large portion of the funds will be in a second account protected by a Laddered CD program.

PUBLIC COMMENT

No public comment.

OLD BUSINESS

Engineering update, Jeff Cicon and C.R. Leisinger – A written engineering report was provided and included in the Consent Agenda.

Standpipe Supply Line and Lakeview Care Center main – Leisinger went through the project packet with the directors. Both new main sections have now passed pressure tests and bacteria tests. Substantial completion is expected on November 12, 2016. There was a compaction issue on one area of paving, but it was fixed. They are working on the punch list which includes landscaping, fencing, SCADA and electrical. More asphalt was excavated than anticipated and the main had to be shifted about 5 feet which was explained. There was discussion about the overage cost of the asphalt and Leisinger will obtain the actual quantity. Pastor's sewer is scheduled to be hooked up by another contractor. The water tank should be filled within a week and Cahill requested the tank fencing be installed and secure right away.

Cicon submitted Pay Request #1 to LHC for \$119,641. Cahill made a motion to approve, Helberg seconded and it was unanimously

RESOLVED, That Pay Request #1 to LHC for \$119,641 be approved.

- *Water Tank & Transmission Line and Access Easement* – Cicon worked on this and plans to meet with Julie and Andy before his meeting with the Pierces.
- *Ramsfield Water Rights Wells 3 & 4* – No updates.
- *North & South Eagle Bend Lift Stations* – Cicon notified the Eagle Bend Golf Course and HOA about the change of schedule with the new projected starting date of late February – early March. Pay Application #1 for contractor bonding costs was presented for approval. Helberg made a motion to approve, Cahill seconded and it was unanimously

RESOLVED, That Pay Request #1 to Diamond Construction in the amount of \$7,053.75 for contractor bonding costs be approved.

- *Flathead Lake Brewery Pretreatment System* – Cicon met with the brewery to go over the treatment system retrofit. There were a few items to address. On November 4, Cicon and the pretreatment committee met with Robert Millspaugh again. A letter was to the brewery from the committee for approval of the retrofit design was presented for signature. This approval will serve in the interim until the new permit is in place. President Keenan signed the letter.

NEW BUSINESS

Water Bottling Plant Water Rights – The DNRC called to respond to the letter of complaint the District mailed in October.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction *Helberg & Cahill*

Discussed in Old Business – Engineering

District Investments *Price & Phelps*

All funds have been moved to Rocky Mountain Bank as of November 1, 2016. Signatures were collected for the safe deposit box.

Employee Insurance Compensation & Certification..... *Helberg & Keenan*

President Keenan called for a motion to approve the revised Job Descriptions which will be added to the Employee Handbook. Cahill asked that employees be given a new sign off form after receiving their new job descriptions. Helberg moved, Cahill seconded and it was unanimously

RESOLVED, That the new job descriptions be approved and added to the employee handbook.

The health insurance renewal date was changed to December 1 to lock in a lower premium rate and to delay a sizeable increase until December 2017.

Pretreatment Regulations *Cahill & Price*

Discussed during Cicon's engineering reports in Old Business

Budget & Rate Structure *Helberg & Phelps*

No updates.

Rules & Regulations *Cahill & Price*
Still in progress.

Farmland..... *Helberg, Cahill & Loudermilk*

Discussed earlier in meeting. Cahill is now a committee member.

COMMUNICATIONS

A customer letter was included in the packet requesting forgiveness for a water leak. The Board declined any action.

ADJOURNMENT

Keenan called for a motion to adjourn. Cahill moved, Helberg seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 7:46 p.m.

Secretary, Vickie D. Hemphill

President, Robert Keenan